

Usage Policy For Statehouse and Capitol Complex

State of Kansas

Department of Administration

Office of Facilities and Property Management

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1. Introduction:

- a. The Event Coordinator, Office of Facilities and Property Management (OFPM), Department of Administration is the reservation/information center for events at the Capitol Complex. Our goal is to protect visitors and employees and to preserve the historic beauty of the Statehouse and Capitol Complex.
- b. The Statehouse is a historic landmark and focal point of State government in Kansas. Hundreds of scheduled events take place at the Statehouse and attracts over 100,000 visitors annually. Your cooperation and compliance with this Policy for Usage of Statehouse and Capitol Complex will ensure you have a successful event/activity.
- c. OFPM controls use of areas inside the Statehouse (ground level, 1st and 2nd floors), Statehouse Grounds and other State owned buildings within the Capitol Complex. Use the on-line application on the OFPM web site (www.admin.ks.gov/offices/ofpm) to schedule events in these areas. The Event Coordinator can be contacted at 785-296-7909.
- d. The Director of Legislative Administrative Services (LAS) controls use of other areas inside the Statehouse (Legislative Chambers, Interior Space on the 3rd, 4th or 5th floors and/or a Legislative Committee Room or other space that is managed by the Legislature). To submit an Application requesting the use of these areas, contact Legislative Administrative Services, Room 549-S, Statehouse at 785-296-2391.

2. Application for Use.

- a. Application Procedures.
 - i. Applications to schedule an event in areas controlled by OFPM must be submitted to and received by the Event Coordinator no later than ten (10) working days before the date of the planned activity using the on-line application on the OFPM web site (www.admin.ks.gov/offices/ofpm). This is the only method to submit an Application. A confirmation of receipt of Application will be returned upon receipt of the e-mailed Application. Other correspondence can be sent to: Event Coordinator, Office of Facilities and Property Management (OFPM), 700 SW Harrison, Suite 1200, Topeka, KS, 66603, 296-7909.
 - ii. Applications not received on time may be denied a permit.
 - iii. All applications MUST include a diagram of layout, must pre-identify all needed equipment and will include a proposed itinerary.

- iv. Changes to any application must be submitted at least one week before scheduled event. Last minute changes may not be approved.
 - v. Events sponsored by the Governor's Office take priority on 1st, 2nd, and Ground levels of the Statehouse and the Statehouse Grounds.
- b. **Processing Applications.** Applications for activities will be processed in order of receipt. The Event Coordinator will process, approve or deny the Application and identify any specific conditions that apply to the requested location. Applications can be emailed up to one year before date of requested event but will not be processed until 90 days before the event to allow for changes and cancellations.
- c. **Fees.**
 - i. Consideration of an Application is contingent upon payment of the Application fee.
 - ii. Application fee: Beginning July 1, 2016 all applications from non-governmental entities will include a \$20 processing fee. Application fee is nonrefundable unless the Application is denied due to a scheduling conflict.
 - iii. The group conducting the activity will be responsible for collecting and removing all litter created by their group or their visitors. Failure to do so will result in additional expenses being assessed to the group. Request for payment of cleanup fee will be processed and sent to the event Point of contact by the Event Coordinator within 30 days and are to be paid within 10 days of the receipt of invoice.
 - iv. If an Application is denied, the requesting party will be notified by telephone or letter.
- d. **Commercial Activities.**
 - i. Commercial activity within the Capitol Complex is prohibited unless it is specifically approved as part of the permit for the event, exhibit or display.
 - ii. Commercial activity in any of the other buildings and on grounds listed in K.A.R. 1-49-1 is strictly prohibited, except for vendors under contract with the State of Kansas; blood drives sponsored by a state agency; and commercial activity that is sponsored by a state agency.
- e. **Final Authority.** For all areas subject to the control of the Secretary, Department of Administration or their designee, they will be the final authority in determining whether or not an activity may be permitted, whether or not the activity relates to a governmental purpose and whether or not any provision of this policy may be waived.

- f. **Revocation.** Approval of an activity in the Capitol Complex is revocable. Approval will be revoked and an activity discontinued when applicable regulations or statutes, or these policies have been violated or when conditions set forth in the application agreement have been breached. During the conduct of an activity, the ranking Capitol Police official in charge may also revoke approval if continuation of the activity presents a clear and present danger to the public safety, good order, or health or for any violation of applicable statutes or regulations or policies.
- g. **Renewal.**
 - i. No exclusive rights to permits or reservations for use of space will be issued for consecutive years by on applicant.
 - ii. Unless otherwise approved, permits to use the steps or grounds of the Statehouse will be for a maximum of six (6) hours in a 24 hour period.
 - iii. Applicants may not schedule the north and south steps in the same 24-hour period.
 - iv. Serial or repetitive applications must be renewed on a month-to-month basis by submitting a new application.
 - v. Applications for permits may be submitted up to a year in advance, but approval will not be issued earlier than ninety (90) days prior to a planned activity.

3. Limitations and Conditions:

- a. **Limitations.**
 - i. Unless otherwise approved normal event hours are 8am to 4pm, Monday thru Friday. Setups can occur prior to 8am if requested and approved. For safety and security reasons, all property must be removed at the end of each day's events.
 - ii. Overnight stays are NOT permitted.
 - iii. No open flames or candles allowed inside State buildings.
 - iv. Exhibits may be displayed for up to two weeks and only during non-session times.
 - v. During the Legislative Session, inside musical events are permitted from 12:00 noon to 1:00 pm. Drums and brass instruments are not allowed. Amplification of music inside the Statehouse is NOT permitted. Use of piano must be requested and approval given for use ONLY during the above hours.
 - vi. Unless otherwise approved, no merchandise may be sold and no money may be collected during events. No drawings, raffles, or fund raising

events in which money is collected will be permitted in or on State property.

- vii. Fund raising events must be sponsored by a State agency in conjunction with United Way or Project Topeka activities. Any other State sponsored fund raising event must be a charitable event and be pre-approved.
- viii. Permits for use of the Statehouse grounds does not include inside the Statehouse or other Capitol Complex buildings unless part of original and approved application.
- ix. Reservations and permits for an activity will be valid in only approved areas and the activity must be limited to the approved area.
- x. Activities on the Statehouse grounds must not result in damage to or destruction of state property such as buildings, steps, sidewalks, statutes, fixtures, grounds, etc.
- xi. Under no circumstances may the life safety paths of egress from or to the building be obstructed or blocked. Activities must not impede or block entrances into the Statehouse or public driveways, or vehicle or pedestrian traffic into or around the Statehouse grounds unless prior authorization to do so has been granted. Activity must not impede the performance of public business.
- xii. Sponsors of activities that exceed one hour in length may be required to provide portable restrooms as dictated by Shawnee County Environmental Code. Portable restrooms are NOT permitted on State property. Restroom locations and permits are to be coordinated by event POC and the City of Topeka.
- xiii. Only the sound systems provided by the Department of Administration will be permitted for use within the Capitol Complex. Exceptions for other systems must be requested and approved by Event Coordinator. OFPM personnel will provide services and monitor noise levels. OFPM Maintenance personnel will inspect all electrical systems and provide safety for electrical cords. The Department of Administration reserves the right to limit the noise level of sound systems.
- xiv. No banners, signs, exhibits or any other materials will be taped, tacked, nailed, hung or otherwise attached to State property. Banners and signage as part of the event may be attached to easels, tables and/or panels.
- xv. No leaflets or handouts may be distributed except those that are part of an authorized exhibit or event and in the designated area of the event.

- xvi. No intoxicating beverages or substances will be allowed on any state property.
- xvii. No person will be allowed to bring in personal signage to any building in the Capitol Complex. Security is authorized to confiscate signs.

b. **Conditions:**

- i. The application must relate to a governmental purpose.
- ii. The application must have a legislative sponsor or a state agency sponsor.
- iii. Application must be completely filled out and have event setup diagram.
- iv. An itinerary is needed to be submitted prior to approval of the event.
- v. The Department of Administration reserves the right to limit the number of activities held in an area to prevent conflicts as to time, place, manner or duration of the activity with other activities for which permits have been issued or are pending issuance. All activities will be reserved on a first-come, first-served basis. Priority will be given to date the completed application arrives. Regularly occurring Inaugural events shall have priority of use.